

HOW TO RESERVE A PLACE AT THE DORMITORY IN THE DORMITORY RESERVATION SYSTEM FOR ENTRANTS?

1

<https://dormitory.ktu.edu/> → Reservation

Sign in using unified KTU registration system and continue

2

On the Academic Information System (AIS) platform enter Your login details and complete the provided forms.

RESERVE A PLACE AT THE DORMITORY

3

Select an initial reservation criteria

When You select the desired initial reservation criteria press "Click to select a free place"

Select Your initial reservation criteria

Select a preferred dormitory, room type, and price

Initial reservation criteria

Reserve one place
 Reserve one place together with friends

Select dormitory:

Select room type:

Date of the arrival at the dormitory:

Click to select a free place

Indicate a specific date of Your arrival at the dormitory during the reservation*

Enter your friend ID number and click on "Select free place"

1st friend's ID number : is Student's personal code, given by KTU (a set of 11 numbers).

If You want to reserve a place with a friend – enter Your friend's details

***NOTE.** when reserving the place, the Entrant has to enter the date of his/her arrival in the dormitory; if the time of the arrival is unknown at the time of the reservation, he/she can do it by logging onto the System until 15 September (reservation of the place in the autumn semester) or 15 February (reservation of the place in the spring semester) but no later than 5 calendar days until the date of the arrival.

4

Select a place for initial reservation

Select a place from a list of vacancies

*Index of the condition							
List of free places							
Building: PT - orderly; PP - satisfactory; Room: KT - orderly; KP - satisfactory; Furniture: BT - orderly; BP - satisfactory; Sanitary unit (WC, shower or bath): WA1 - separate sanitary unit for 1 room; WA2 - separate sanitary unit (for 2 rooms); WB - common sanitary unit for one floor; WR - common sanitary unit in the basement; Kitchen: VA1 - separate kitchen for 1 room; VA2 - separate kitchen for 2 rooms; VB - common kitchen; Room type small double room - up to 14.54 m ² ; double room - from 14.55 up to 18.54 m ² ; big double - from 18.55 m ²							
Dormitory	Room no.	Room type Index of the condition*	Number of free places	Purpose of free places	Deposit (must be paid within three working days from the date of reservation)	Monthly accommodation fee for one place (must be paid until the 25th of each month)	The place will be free from
05 dormitory, Gričupio g. 9 (Click here to view the information on the dormitory)							
05 - Gričupio g. 9	100	Double PT/KT/BT/WA2/VB	2		130,00	108,00	
05	117	Double PT/KT/BT/WA2/VB	2		130,00	108,00	
05	238	Double PT/KT/BT/WA2/VB	2		130,00	108,00	
05	242	Double PT/KT/BT/WA1/VB	1	Feminine	150,00	115,20	

I want to choose a not-yet free place and register a request in the waiting list

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Complete initial reservation

After selecting a place from the list:

Confirmation of reservation

I have read and **accept** the terms and conditions of the [reservation](#) and terms of [accommodation contract](#) ✓
 I have read and **accept** [Regulation for the Processing of Personal Data](#) Used in the Execution and Administration of the process of Accommodation at the Dormitories ✓
 I have read and **accept** the [Dormitories Internal Rules](#) and the [Guidelines for Parking in the Car Parks of Dormitories](#) ✓
 I have read and **accept** [Procedure of the management measures of covid-19 disease \(coronavirus infection\)](#) at the dormitories of Kaunas University of Technology. ✓

Reserve a place

Press "Reserve a place"

Tick the checkbox that You have read and accept terms and conditions of the reservation, terms of accommodation contract and other internal documents

Read the important information

Important information

You have made an **initial reservation of the place in room XX dormitory XX:**

- Your place at the dormitory will be reserved when the employee of the Student Accommodation Centre approves your initial reservation within two working days.
- If it is impossible to reserve the place at the dormitory specified in the initial reservation, an alternative place at the dormitory will be offered to you and you have to confirm this reservation by logging onto the Dormitory Reservation System within 1 working day. If you fail to confirm the reservation of the offered place within the set deadline, the initial reservation is cancelled.
- Information about the approval of the initial reservation or the offer of the alternative place will be sent to you by personal email xxxxxxxxx@xx.xx specified in the admission documents. You can also see this information by logging onto the Dormitory Reservation System.

Cancel your reservation

Date of the arrival at the dormitory:

If You want to revoke the reservation while You are still connected to the Systems You have to press "Cancel your reservation". Later, You have to apply directly to the Students Accommodation Centre by email dormitory@ktu.lt

NOTE. If You reserved a place with a friend, Your friend has to log onto the Dormitory Reservation System and confirm the initial reservation within 1 hour. If he/she fails to confirm the initial reservation within the set deadline, the reservation will be valid for confirmed place only.

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Confirmation of the reservation

NOTE. Your place at the dormitory will be reserved when the employee of the Student Accommodation Centre approves Your initial reservation within two working days. If it is impossible to reserve the place at the dormitory specified in the initial reservation, an alternative place at the dormitory will be offered to You and You have to confirm this reservation within 1 working day. If You fail to confirm the reservation of the offered place within the set deadline, the initial reservation is cancelled.

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What You have to do after completing reservation?

You have to email the signed and scanned/photographed Contract on Accommodation at the Dormitory and other required documents specified during the reservation to dormitory@ktu.lt before moving into the dormitory.

Important information

A place is reserved for you in room XX dormitory XX Information about the reserved place is sent to you by email (xxxxxxxxx@xx.xx) or you can access it [here](#).

- You have to pay the advance payment within five working days.
- If you have not indicated a **specific date of your arrival at the dormitory** during the reservation, you have to do it until 15 September (reservation of the place in the autumn semester) or 15 February (reservation of the place in the spring semester) by logging onto the Dormitory Reservation System but no later than 5 calendar days before the date of your arrival.
- You have to arrive and move in** until the last day of the first semester (i.e., 30 September for the autumn semester (inclusive) and 28 February for the spring semester (inclusive)).
- You have to have the following when arriving to move in:
 - Two document photographs
 - Before arriving to move in, email the following signed and scanned/photographed documents to dormitory@ktu.lt:
 - Application for moving in (**printed**)
 - Accommodation contract (**printed**)
 - Declaration (**printed**).

Note: If you fail to pay the advance payment and/or arrive to move in within the specified deadline – Your reservation will be cancelled.

Date of the arrival at the dormitory:

NOTE

- You have to arrive and move into the reserved place until the end of the first semester (i.e., 30 September for the autumn semester (inclusive) and 28 February for the spring semester (inclusive)); otherwise the reservation will be cancelled.
- Advance payment for Your reserved place(s) has to be paid within 5 days after the confirmation of the reservation; otherwise, Your reservation will be cancelled.
- If You do not know the specific date, You can specify it until 15 September (reservation of the place in the autumn semester) or 15 February (reservation of the place in the spring semester) by logging onto the Dormitory Reservation System but no later than 5 calendar days before the date of Your arrival.

REGISTER A REQUEST ON THE WAITING LIST

1

In the absence of the preferred vacant place, You can register a request in the waiting list

List of free places

*Index of the condition
 Building: PT- orderly; PP - satisfactory; Room: KT - orderly; KP - satisfactory; Furniture: BT - orderly; BP - satisfactory;
 Sanitary unit (WC, shower or bath): WA1- separate sanitary unit for 1 room; WA2 - separate sanitary unit (for 2 rooms; WB - common sanitary unit for one floor; WR - common sanitary unit in the basement; Kitchen: VA1- separate kitchen for 1 room; VA2 - separate kitchen for 2 rooms; VB - common kitchen;
 Room type small double room - up to 14.54 m²; double room - from 14.55 up to 18.54 m²; big double - from 18.55 m²

Dormi-tory	Room no.	Room type Index of the condition*	Number of free places	Purpose of free places	Deposit (must be paid within three working days from the date of reservation)	Monthly accommodation fee for one place (must be paid until the 25th of each month)	The place will be free from
05 dormitory, Gričupio g. 9 (Click here to view the information on the dormitory)							
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I want to choose a not-yet free place and register a request in the waiting list

NOTE. You can only submit one request to the waiting list for the place at the dormitory. Your requested place at the dormitory is not-yet free and the moment and will only become vacant if another person cancels the reservation or moves out of the dormitory. We recommend choosing fewer specific criteria to increase your opportunities to get an offer for a place at the dormitory sooner.

Press „I want to choose a not-yet free place and register a request in the waiting list“

2

Complete request registration

After selecting request criteria:

Tick the checkbox that You have read and accept terms and conditions of the reservation

Press “Add to waiting list”

I want to choose a not-yet free place and register a request in the waiting list

Request confirmation

You will be informed by e-mail when the desired place according to your chosen criteria (dormitory, room type) is free

I have read and **accept** [Regulation for the Processing of Personal Data](#) Used in the Execution and Administration of the process of Accommodation at the Dormitories

I have read and **accept** the terms and conditions of the reservation

Add to waiting list

After registering a request on the waiting list:

Do not forget:
 – to login to the Dormitory Reservation System every two weeks and continuously confirm the registered request;
 – to confirm the offer within one working day after the receipt of the offer when Your preferred place is vacant.

Important information

You have registered a request for a waiting list:
 - Dormitory No. xxxxx
 - Room type xxxxxxx
 - Room No. xxxxxxxx

You will be informed by e-mail when your desired place becomes available.
 Every two weeks you (and your friend) must **confirm your registered request** in the Dormitory Reservation System
 If you (and your friend) do not confirm your request till xxxxx.xxx:xxx your request will be deleted from the waiting list.

Cancel request now

List of free places [Expand](#)
Number of people waiting according to the desired dormitories [Expand](#)

If You want to revoke the register request You have to press “Cancel request now”

You can follow Your waiting list position by logging on the Dormitory Reservation System. Moreover, You are able to check if there are any other vacant places which will be suitable for You but do not fit with Your selected criteria.

3

What You have to do after receiving the offer from the waiting list?

Important information

Reservation Confirmation

You are offered a place in XXXroom XX dormitory.
I have read and **accept** the terms and conditions of the [reservation](#) and terms of [accommodation contract](#)

Confirm your local reservation

I cancel the proposed location

Date of the arrival at the dormitory:

When a preferred place in the dormitory becomes vacant, the System sends an offer to the email. The Entrant has to confirm or reject the offer within one working day after the receipt of the offer by logging to the System.

NOTE. If the offer is rejected, the registered request is not removed from the waiting list but the rejected place will not be offered for one year. If the offer is unconfirmed or not rejected within the set deadline, the registered request is removed from the waiting list.

If You are in the waiting list for the places with a friend:

- All the persons indicated in the request have to confirm it by logging onto the Dormitory Reservation System every two weeks. If You fail to confirm it, the entire request is cancelled;
- If the places become vacant, all the persons indicated in the request have to confirm the registration of the place(s) in the system within 24 hours. If You fail to confirm it, the request for all places will be cancelled;
- For the entrants, who register a request from 1 July to 15 September (in the autumn semester) or from 1 January to 15 February (in the spring semester), the request only remains valid for the approved places; the request for the unapproved places is cancelled.

If You have any questions regarding the reservation of Your place, please contact the Student Accommodation Centre

Phone: (+370 696) 73277, (+370 696) 52253
E-mail: dormitory@ktu.lt